

St Francis Xavier University
Facilities Management Joint Occupational Health and Safety Committee
Terms of Reference

Purpose of the Committee

The Facilities Management Joint Occupational Health and Safety Committee (FMJOHSC) is an advisory group consisting of Facilities Management (FM) worker and management representatives working together to improve occupational health and safety in their workplace. The FMJOHSC has a mandate to advise, assist and make recommendations on policy and procedures, which will improve health, safety and personal security of all workers.

1.0 Membership

- a) The committee shall consist of four (4) management representatives and four (4) union employee representatives.
- b) The Employee/Union representatives (and Alternates) shall be appointed or elected by their respective groups for a three (3) year term.
- c) The Employer's representatives and Alternates shall be appointed by the Director of Facilities Management for a three (3) year term.
- d) Alternates shall also be appointed or elected in the same manner, and they will attend FMJOHSC meetings for which the general member cannot attend.

2.0 Rotation of Members

- a) The FMJOHSC membership shall be reviewed annually, in October.
- b) Any FMJOHSC member (and Alternate) shall be eligible for re-appointment for a three (3) year term.
- c) Alternate members may replace outgoing members and new alternate members will be chosen.
- d) Rotation shall be no more than fifty percent of the committee at any one time to ensure continuity and effectiveness of the committee.

3.0 Election of Co-Chairs

- a) The FMJOHSC shall have two Co-Chairs elected at the first meeting in October or as agreed to by the committee.
- b) The Co-Chair position will alternate monthly between Employer and Employee groups or as agreed to by the committee.
- c) The terms of office for the Co-Chairs shall be one (1) year.

- d) An incumbent Co-Chair shall be eligible for re-election up to three one-year terms.
- e) If a vacancy occurs in the position of Chair, the position shall be filled by election at the first subsequent meeting of the Committee.

4.0 Duties of FM Joint Occupational Health and Safety Committee Members:

4.1 The Co-Chair will:

- a) Preside over the meeting of the FMJOHSC and ensure it is conducted in a democratic and orderly manner.
- b) Encourage all members of the FMJOHSC to attend meetings on a regular basis, and ensure they are meeting the requirements of the position to which they were appointed.
- c) Inform the FMJOHSC of any incident reports or concerns/complaints that have been directed to the FMJOHSC for consideration.
- d) Require the review and analysis of reported incidents, investigations, inspections and recommendations from the FMJOHSC.
- e) Ensure written recommendations by the FMJOHSC are sent to the Director of Facilities Management or Designate for a response. The committee will be advised of the written response to the recommendations within 21 days.
- f) Ensure information concerning the activities of the Facilities Management Occupational Health and Safety Program are communicated throughout the department.
- g) Perform any other tasks assigned by the FMJOHSC or required by legislation.

4.2 The Committee members (and Alternates-when required or invited) will:

- a) Attend committee meetings.
- b) Notify a Co-Chair if unable to attend.
- c) Receive and bring forward health and safety issues from areas of representation.
- d) Set examples to fellow workers by observing healthy and safe work practices and procedures.
- e) Promote and support health and safety activities throughout area of representation.
- f) Contribute ideas and make suggestions to improve health and safety in the workplace.
- g) Participate in FMJOHSC inspections and investigations as required and directed by the FMJOHSC.

- h) Participate in committee and subcommittee activities, as required.
- i) Acquire a level of knowledge and education with regard to health and safety issues in the workplace.
- j) If a member of the FMJOHSC is unable to attend a meeting, that member is responsible for notifying the alternate of the meeting time and place and verify that the alternate is to attend.
- k) Participate in sub-committees, as required by the FMJOHSC.
- l) Any other duties as directed by the FMJOHSC or required by legislation.

4.3 The OHS Advisor will:

- a) Record and prepare the minutes of all meetings.
- b) Provide a written draft report of minutes to Co-Chairs within five (5) working days following any meeting for distribution approval.
- c) Ensure a PDF copy of the approved minutes and other relevant correspondences are distributed to FMJOHSC members for posting to bulletin boards and the OHS website at least ten (10) working days following any meeting or prior to the next meeting.
- d) Distribute information concerning the activities of the FMJOHSC as directed by the FMJOHSC or the Chairperson.
- e) Maintain committee records including attendance, all minutes, correspondence and required follow-up.
- f) Any other duties as directed by the FMJOHSC or required by legislation.

5.0 FMJOHSC Meeting Procedures

- a) The FMJOHSC will meet monthly, normally the second Tuesday of each month at 1:00 p.m. in the FM Conference Room.
- b) The committee should reach agreement on all matters through consensus. If a consensus cannot be reached, a majority vote shall take place, with the results recorded in the minutes of the meeting.

5.1 FMJOHSC Agenda

- a) The agenda shall be developed in consultation with or by the Chair and distributed two (2) working days to the meeting to all FMJOHSC members.

- b) Any members who have an issue for discussion at the meeting must notify the FMJOHSC Chair prior to the date for finalizing the agenda.
- c) The FMJOHSC can amend the agenda at the meeting, if necessary, to address last minute issues.

5.2 Agenda Outline

- a. Roll Call
- b. Approval of Agenda
- c. Approval of Minutes of Last Meeting
- d. Outstanding Items from Previous Meeting
- e. Health and Safety Concerns
- f. Review of Incidents
- g. Review of Monthly Inspections (OCA Log)
- h. Update on Health and Safety Training
- i. New Business
- j. Date and Time of Next Meeting
- k. Adjournment

5.3 Minutes

- a) Minutes (approved by the Co-Chairs) and other relevant correspondence shall be posted on the FMJOHSC Right to Know boards within ten (10) working days following a meeting.
- b) The FMJOHSC shall formally approve all minutes at the first meeting following the meeting for which minutes were produced.
- c) Any changes to the minutes shall be made by the OHS Advisor and noted in the following minutes.

6.0 Record Keeping

The following reports, records and information shall be maintained for the FMJOHSC by OHS Advisor who will attend meetings as ex-officio to the committee.

- a. Meeting Minutes
- b. Written concerns/complaints reports
- c. Incident/accident reports
- d. Record of accident/investigation reports
- e. Records of workplace inspections
- f. Correspondence
- g. Department of Labour written orders/warnings
- h. Work refusal report
- i. Written recommendations
- j. University's response to recommendations
- k. Any other relevant information

7.0 Emergency Meetings

- a) An emergency meeting of the Committee may be called by a Co-Chair without minimum notice.
- b) Where a Co-Chair is not available, or Committee members cannot agree on the need for an emergency meeting, an emergency meeting can be called where four (4) members of the FMJOHSC agree to the meeting. At least two (2) member must be representatives of the Employer.

8.0 Quorum

- a) A quorum for a FMJOHSC meeting (regular or emergency) shall have at least fifty percent (50%) of the members present, with fifty percent (50%) being employee representatives and at least (2) employer representatives.

9.0 Attendance

- a) It is the responsibility of the Co-Chairs to encourage all members of the FMJOHSC to attend meetings on a regular basis. Regular attendance at meetings is a must, and should be encouraged and facilitated.
- b) If a committee member misses three (3) meetings without a valid reason, the FMJOHSC shall determine whether or not the member will be removed from the committee and a new member appointed.